

PARENT ENGAGEMENT

Annex F.

Sample welcome note to parents

CARIBBEAN

EARLY CHILDHOOD DEVELOPMENT
GOOD PRACTICE GUIDE



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for every child



August 2016

Dear Parents,

A warm welcome to the oldest class at Little Trotters. We call this the Iguana class. In the Iguana class we behave more like a Kindergarten offering directive learning opportunities in preparation for 'big school' just around the corner.

Within the busy daily curriculum, your child will be exposed to literacy, early mathematic skills, music composition and Spanish. In addition, your child will partake in arts 'n crafts, baking, water play, yoga, gardening, caring for the school animals and performing in front of the class with songs, story telling and in plays.

Throughout the year we will teach a cosmic array of loftier subject matter in the form of project themes. We hope to expose your child to a nature based education, instilling a love and respect for our planet, and a real understanding of our interdependence upon it. We hope to build confidence, nurture traditional values, and develop a greater awareness of self and our place within the animal kingdom and within the world around us, historically, physically and culturally. We hope to inspire. We will learn about the works of great artists, about people who are the heartbeat of our community, and proactively organise and partake in child led fund raising events to help those less fortunate than ourselves.

In the first term after an initial welcome and settling period, we will cover;

Teeth, Health & Hygiene, Insects & Arachnids, Endangered Animals, Lifecycle of the Seed, Harvest festival/Growing & Gardening, Pirates week/Cayman Culture, Festivals Around the World (Diwali, Hanukkah, Eid), and The Polar Regions

In the second term we will cover;

Healthy Eating, Acts of Kindness, Our Stride Against Cancer, Chinese New Year, Mozart, Life Cycle of the Butterfly, Internal Organs, Community Helpers, Trees, Safari Animals and Vincent Van Gogh

In the third term we will cover;

Space, Recycling, Dinosaurs, Ocean Animals, Rainforest Animals, Drama & Storytelling, Favorite Books and Moving on to Big School, along with our Iguana Class Graduation and, in preparation for our end of year reports, a week each devoted to Spanish, Maths and Jolly Phonics.

A weekly newsletter will be emailed to you outlining up-to-date information and photographs. We have found this to be the most effective method for keeping you well informed with all that is happening throughout your child's day.

Four wonderful teachers create the staffing team in the Iguana class; Miss Carolyn, Miss Tanya, Miss Julia and Miss Tash.

Between these four staff members, duties for your child's welfare and education are spread equally. However, certain areas of the academic syllabus are more specifically overseen by particular staff members.

Miss Carolyn is Head Teacher. She is infectious, enthusiastic, positive and loving. She is a Licensed Teacher and trained in Early Childhood Education with over twenty years teaching experience.

Miss Tanya heads up our music and Spanish syllabus. Spanish is her mother tongue, and she has a Bachelor Degree in Music. She also holds her Post Graduate in Early Childhood/Primary Education. Miss Tanya has thirteen years teaching experience and effectively makes music and Spanish a living part of daily life in the class.

Miss Julia is our Literacy teacher. She is teacher trained in Jolly Phonics which is at the forefront of what is being used to teach literacy in the British National Curriculum. She will follow this fun and effective approach to teach your children their letter recognition and early hand writing skills.

Miss Tash will oversee our mathematics syllabus. Using a selection of teaching mediums, work sheets, fun & interactive games and art based activities, she will introduce the children to the number symbols 0 – 10, counting into teens, associating quantity to symbol and early mathematic vocabulary.

Furthermore, school manager; Miss Lesley is available and happy to answer any concerns.

Each class in the school has an allocated morning for water play in either our free-flow water fountain, main garden or on the deck. More information on this will be sent out when water play commences after our initial settling period.

Please read the attached information on school policies as it contains important points for the smooth running of the class. A few points to reiterate are as follows;

- * We insist that you are diligent with initialing your child in and out on our 'sign in/sign out' sheet on a daily basis. It is important for the safety of your child.

- * Of vital importance, please be made aware that we have children attending Little Trotters who are allergic to certain types of nuts. These prohibited nuts include; peanuts, cashews and pistachios. Be mindful when preparing your child's lunch boxes not to include these foods. (All other nuts are permitted)

- * Please ensure that your child's water bottle contains only water. Juice can be put in lunch boxes and enjoyed with lunch.

- * We actively encourage healthy eating habits. In support of this, we ask parents to provide healthy options in lunch boxes. Sugary and highly processed foods are discouraged.

- * Along with a packed lunch each day, please provide your child with an additional piece of fruit. Upon arrival, your child will place his/her fruit in the fruit basket. This will be used to create a mixed fruit salad to be served at mid-morning snack time.

- * Parents of children who are not yet potty trained are required to bring nappies in to school. You will be alerted by a teacher when nappy your nappy supplies are running low. Furthermore, at the beginning of each term, we ask you to bring in the equivalent of three tubs of Huggies wet wipes. (From an environmental stand point, the substantial plastic tubs are not necessary).

- * As your child settles into the new class routine, feel free to adopt a timely drop off. Allow time to come in and play with your child. However, when you decide you are ready to leave can we request that you depart swiftly. From experience, a drawn out departure tends to make your child more anxious and upset. We encourage a warm hug and the reassurance that you will be back. Then hand your little one over to the loving arms of a teacher. We promise to call you if your child is unduly upset, and you are always welcome to call us.

* We prefer that home toys are not brought to school. This is not written in stone, but do please be aware that we cannot guarantee that these items from home will be found at the end of the day.

* Note regarding parking: At around 8am and 5pm, the car park can become very congested. Please be present to this and keep your drop off/pick up time somewhat swift at these times. Be mindful however not to park in our neighbour's properties. This has proved a nuisance in the past.

* Individual and class school photos will take place in October. There will be a little Christmas performance mid-December and Parent/teacher meetings will be hosted early April. Our Graduation will take place on the last Friday in June 2017. You will be informed of these dates nearer the time.

* Please be reminded that fees are payable year round regardless of student absence or school closure.

Parents, be assured of an enchanting year ahead; a year of friendships and laughter, growth and maturity. Our aim is to love your children and expose them to an unending multitude of teaching stimulus. We are striving for excellence and no less.

Respectfully Yours,

Josie Hoar
Principal